

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 13, 2002**

AGENDA ITEM NO.: **10**

CONSENT: **X**

REGULAR:

CLOSED SESSION:

ACTION: **X**

INFORMATION:

(Confidential)

ITEM TITLE: **Amending City Code Regarding the Signing of Checks by City Officials**

RECOMMENDATION: Adoption of the City Code amendment.

SUMMARY: This City Code amendment authorizes the Director of Financial Services or his designee and the City Manager or his designee to sign checks issued by the City. Currently, the City Accountant and Senior Buyer are the signatories. The Senior Buyer became a signatory during a transition in the Office of Budget and Procurement. The City has not had a Director of Management and Budget for quite some time.

This amendment accurately reflects the City's organizational structure.

PRIOR ACTION(S): Finance and Planning Committee, August 6, 2002

BUDGET IMPACT:. Approximately \$500 to change the software for the new signatures.

CONTACT(S): L. Kimball Payne, City Manager, 847.1443, ext. 223
Bonnie Svrcek, Deputy City Manager, 847.1443, ext. 224
Michael Hill, Director of Financial Services, 847.1595

ATTACHMENT(S): Amended City Code Ordinance.

ORDINANCE

AN ORDINANCE TO AMEND AND REENACT SECTION 18-20 OF THE CODE OF THE CITY OF LYNCHBURG, 1981, THE AMENDED SECTION RELATING TO THE SIGNING OF CHECKS BY CITY OFFICIALS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG:

1. That Section 18-20 of the Code of the City of Lynchburg, 1981, be and the same is hereby amended and reenacted as follows:

Sec. 18-20. Checks.

All balances found by the director to be due from the city shall be paid by check drawn by the director or his duly authorized ~~deputy~~ designee and countersigned by the ~~director of management and budget~~ city manager or his duly authorized designee ~~or by the assistant to the city manager~~, stating to whom payable and from what account the same is payable; and no money, including interest on the funded debt, shall be drawn from the treasury, except on the check of the director as aforesaid, and no check shall be so given by the director, unless authorized by the council. The director may select ~~a mechanical or electrical~~ other appropriate devices to place such signatures upon the checks. Such device shall be kept so that no one shall have access thereto other than the officers herein authorized to sign checks. Before giving any such check the director shall take care that the payee is not indebted to the city for taxes or other debts, or if indebted, that the amount so due the city is deducted from the checks.

2. That this ordinance shall become effective upon its adoption.

Adopted:

Certified:

Clerk of Council

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